**Voice Thread Instructions  
Meteorological Oceanography Project**

**Taking a Picture of Yourself for Your Voice Thread Identity**

1. In preparation for the next phase, plug your headset into the USB port of your computer.
2. Take your picture using the laptop computer.
   1. Go to Google
   2. Type/Search for camroid.com
   3. Open it and go to snap
   4. Choose your effects/style
   5. Take your picture
   6. Save the picture to the Desktop.
   7. Finish

**Logging In**

1. Go to <http://www.voicethread.com>.
2. Click on “Sign In” in the upper right, and use the login information below.

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| --- | --- | --- |
| **Block** | **Email** | **Password** |
| 1A | [ComstockOcean1A@gmail.com](mailto:ComstockOcean1A@gmail.com) | Turtles1A |
| 2A | [ComstockOcean2A@gmail.com](mailto:ComstockOcean2A@gmail.com) | Starfish2A |
| 3A | [ComstockOcean3A@gmail.com](mailto:ComstockOcean3A@gmail.com) | Seahorse3A |
| 1B | [ComstockOcean1B@gmail.com](mailto:ComstockOcean1B@gmail.com) | Sharks1B |
| 2B | [ComstockOcean2B@gmail.com](mailto:ComstockOcean2B@gmail.com) | Dolphins2B |

**Creating an Identity: EACH STUDENT NEEDS TO COMPLETE THESE STEPS!!!**

1. Click on the “Create” tab at the top.
2. Click on the “down” arrow in the upper right (next to the email address), and click on “My Identities.”
3. In the pop-up box, click on “Add an Identity.”
4. In the “Name” box, enter your first and last name.
5. Click on “Select an Image.” Browse to the Desktop, and double-click on your picture file.
6. It will take a minute for your picture to upload. When it is done, click “Save.”
7. Click “Close” in the upper right of the pop-up box.

**Creating Your Voice Thread**

1. Before moving to this step, ensure that all of the media you plan to use (images, movie clips, PowerPoint slides saved as .jpg files, etc.) are saved as separate files in a place that you can access.
2. Click “Upload, ”and then click on “My Computer.”
3. Browse to the location of your saved files, and double-click on them to upload them.
4. When all files are uploaded, you can change the order of the files by dragging them.
5. Now, name your Voice Thread by clicking on the “(Add a title and a description)” link at the top. The title should indicate your topic, and the description should include the group members’ names. Click “Save” when you are done.
6. Click on “Comment.”
7. Switch to YOUR identity by clicking on the chess piece (or someone else’s picture) in the lower left, next to the . Click on your picture to select your identity.
8. Click on the “Comment” button.
9. Click on “Record:” .
10. Click on “Allow” in the pop-up window, if the pop-up window appears.
11. Record your comment, and press “Stop Recording” when you are done. Your comment will play back for your review. You can choose to either “Save,” “Cancel,” or “Record More.”
12. The order in which comments are recorded dictates the order in which they will play back to viewers, so you and your partner should switch back and forth when recording if you want it to seem like a conversation.
13. To switch to another loaded file, click on the buttons in the lower right: .
14. Click the play button  to preview your presentation. If you want to reduce the amount of time at the end of each “slide,” click “Playback Options” on the bottom, and change the number on the first question.

**Commenting on your Classmates’ Voice Threads**

1. Log into Voice Thread as described above.
2. Click on “My Voice,” and select a Voice Thread.
3. Press the play button  to view the presentation.
4. When it is complete, navigate to a slide on which you want to comment using this button in the lower right: .
5. Switch to YOUR identity by clicking on the chess piece (or someone else’s picture) in the lower left, next to the . Click on your picture to select your identity.
6. Click on the “Comment” button.
7. Click on the “type text” button: .
8. Type your comment in the speech bubble, and when you are done, click “Save.”
9. Since you need to place at least two comments on each of the other groups’ Voice Threads, you’ll need to switch to another slide and place a text comment there as well.

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